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### Dear Colleagues

Congratulations to KAACE on its recent conference! This conference provided valuable professional development sessions and networking opportunities for Kentucky's adult educators. I especially enjoyed the opportunity to see so many of you again and to meet even more providers. The many positive comments from providers and KYAE staff reflect the hard work of many KAACE members who planned and implemented the conference.

As announced last month, KYAE has started planning the fall 2007 conference. Providers' very positive comments regarding this year's regional technology workshops have lead to a decision to follow the same model for the fall 2007 conference. We will offer three full-scale conferences in Bowling Green, Lexington and Louisville. Regional conferences offer many advantages – less travel and cost for providers, regional networking, and agendas targeted to regional interests. Dates will be announced soon.

Over the past few weeks, it has come to my attention that some providers may feel uncomfortable calling KYAE to seek policy clarifications or ask questions because they are concerned they will be perceived as negative or "making trouble." I want to strongly assure all providers that we appreciate and encourage phone calls to KYAE staff – even when you disagree with a decision or policy. This is part of the ongoing collaboration and communication among all of us that will make programs and policies better and better suited for student success. I believe that we can have professional, respectful differences of opinion and still maintain a healthy working relationship. Never hesitate to call when you have a question or concern.

*Sarah Hindman Hawker*

### Regional meetings scheduled

KYAE has scheduled six regional meetings to kick-off the new role of program support associates and discuss the new assessment policy and other topics. KYAE would like to tailor the meetings to regional needs and is asking providers to e-mail [Benita.Wilhoite@ky.gov](mailto:Benita.Wilhoite@ky.gov) by **November 10** with particular topics you would like to have covered.

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Programs are invited to bring appropriate staff members. All meetings are scheduled for 10 a.m.- 3 p.m. local time, and KYAE will provide a working lunch. More details on registration, specific locations and agenda items will be coming soon.

- **Region 1** – December 14, Hopkinsville (Ballard, Carlisle, Caldwell, Calloway, Christian, Crittenden, Daviess, Fulton, Graves, Hancock, Henderson, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, McLean, Muhlenberg, Ohio, Todd, Trigg, Union and Webster Counties)
- **Region 2** – December 1, Somerset (Adair, Allen, Barren, Butler, Casey, Clinton, Cumberland, Edmonson, Green, Hart, Logan, Laurel, McCreary, Metcalfe, Monroe, Pulaski, Rockcastle, Russell, Simpson, Taylor, Warren, Wayne and Whitley Counties)
- **Region 3** – November 30, Elizabethtown (Breckinridge, Bullitt, Grayson, Hardin, Henry, Jefferson, Larue, Marion, Meade, Oldham, Shelby, Spencer, Trimble, Nelson and Washington Counties)
- **Region 4** – November 29, Ashland (Bath, Boone, Boyd, Bracken, Campbell, Carroll, Fleming, Gallatin, Grant, Greenup, Kenton, Lewis, Mason, Montgomery, Owen, Pendleton, Robertson and Rowan Counties)
- **Region 5** – November 27, Frankfort (Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott and Woodford Counties)
- **Region 6** – November 28, West Liberty (Bell, Breathitt, Carter, Clay, Elliott, Floyd, Harlan, Jackson, Johnson, Knott, Knox, Lawrence, Lee, Leslie, Letcher, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike and Wolfe Counties)

## Development funding

This year's development funding has produced provider inquiries about the source of the funds. Each year, funding that is not spent by county programs is returned to KYAE at the end of the program year. These funds are reallocated back to all programs as development funding for the next fiscal year. The amount available for development funds varies each year depending on how much funding is spent by the programs in the previous fiscal year. Because the amount varies from year to year, KYAE advises providers to use development funds only for non-recurring costs.

## PD update

### PD waivers

Providers may request a one-year waiver to KYAE's professional development policy if the policy imposes an undue hardship on the adult education program or an individual. To seek a waiver, complete an [Application for Waiver of KYAE Professional Development Policy](#).

### PDtrack

Programs have done an excellent job submitting PD plans through PDtrack this year! **REMINDER:** After the plan is approved, the educator must "commit" to the plan and then "check out the plan" to register for catalog items (buttons are found at the bottom of the approved plan). Checking out is a three-click process with the final one being your **Registration Confirmation**. Please print the registration confirmation for your records. You are **not** registered for a workshop until you have confirmation. In some instances, training participants have shown up at workshops but not been registered, which can cause logistic issues.

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## Orientation to Teaching Math

Orientation to Teaching Math is a six-hour workshop for instructors new to teaching adults and for any instructor needing a math refresher course. Participants will receive a manual containing lessons plans and the most missed math questions on the GED and will practice using effective math strategies for teaching adults. Learn how to use the Casio FX-260 calculator for instruction, become familiar with available math materials and gain confidence in teaching math.

There are still openings in the following workshops:

- November 10 (Part I) and December 8 (Part II) – Hopkinsville Community and Technical College. Attendance at both parts is required to receive PD credit.
- November 30 – KCTCS Central Office, Versailles
- February 9 – Louisville, specific location TBD



More information can be found on [PDtrack](#). Register today while there are still openings!

## Learning disabilities PD

KYAE is offering “Bridges to Practice” learning disabilities training in 10 locations this year. Consult [PDtrack](#) for details.

Estimates of the prevalence of learning disabilities in the general population are one in five people, but the estimate of adults with learning disabilities in adult education programs is much higher at 40-50 percent. “Bridges to Practice,” developed by the National Institute for Literacy, helps adult educators define learning disabilities (LD), recognize LD characteristics, identify screening/assessment instruments and select teaching resources for the LD student.

## PD eHandbook

The 2006-07 PD eHandbook is posted on the [KYAE Web site](#). The handbook outlines professional development policy, steps to PD planning, self-evaluation forms, requirements for new and experienced staff, guidance for self-directed activities and PD frequently asked questions.

For more information, contact Joyce Bullock at (502) 573-5114, ext. 118, or [Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov).

## KAELI contact

Dawn Hanzel has joined the staff of the Collaborative Center for Literacy Development (CCLD) at the University of Kentucky as the new director for Adult Literacy/KAELI. Toni-Ann Mills left the position earlier this year.

Dawn has a background in education, training and professional development in business and industry, adult education and literacy, university continuing education and social work. Dawn worked as professional development coordinator for KYAE from 1999-2000. She has experience in developing, designing and delivering curriculum using the latest resources and technology.

## Virtual student enrollment and best practices

**REMINDER:** Use of online products now requires students to be enrolled in AERIN with an assessment score prior to accessing courses. It is NOT necessary to manually select a goal code for

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the online course during AERIN enrollment. The appropriate goal code will be automatically entered in AERIN when the student registers for the online course.

KYAE has heard from providers with concerns about the requirement for pre- and post-testing of distance learning students. KYAE offers the following distance learning best practices to encourage student accomplishments and post-testing.

- Virtual learning should be viewed as an instructional strategy to be used in conjunction with other resources rather than a separate, isolated system. Virtual learning should be considered an instructional tool – the right tool for some students but not for others.
- Virtual learning may be appropriate for students who are:
  1. Able to work independently and organize their time
  2. Capable of using computer software and e-mail programs
  3. Able to work though minor computer glitches with some support
  4. Motivated and goal oriented
  5. Unable to attend classes due to work or child care issues
- When talking or corresponding with potential virtual students, establish the expectation that assessments are a required component of adult education. Explain to the student that using distance learning curricula, like all adult education instruction, requires an initial assessment and post-assessments to help instructors make appropriate assignments and to let students know how they are progressing.
- As with students attending the adult education center, virtual students should be post-assessed when they have reached the number of hours for post-assessment and/or according to the instructor's professional judgment.
- Instructors have control over student assignments in PLATO and LiteracyLink. Once the student is at the point of post-assessment, no more assignments should be made until the student comes into the center for an evaluation. Students using WIN for WorkKeys testing will want to return to take the assessment.



If you have questions or need more information, contact Erika Larson, KYAE's distance learning coordinator, at (502) 573-5114, ext. 104.

### **GEDTS national workgroup**

Dr. B.J. Helton has been selected as one of six state administrators to provide input on national GED issues. Deputy Director Bob MacGillivray, of GED Testing Service, has formed a national workgroup to discuss alignment of GEDTS manuals, test administration and security issues, examiner training, administrator training, accommodations, as well as plan the 2007 GEDTS national conference. Other issues will be identified this month at the first workgroup meeting in Washington on November 28 and 29.

### **National Commission on Adult Literacy**

Dollar General Corporation and the Council for Advancement of Adult Literacy (CAAL) announced the launch of an independent blue-ribbon National Commission on Adult Literacy. Dr. Cheryl King, formerly of KYAE, is the study director. A resource group of adult literacy and education

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professionals is being formed for advice in key areas. The Commission's underlying vision is to improve American economic vitality and competitiveness, civic engagement, and quality of life. [Click here](#) to view the full press release.

## Marketing/recruiting ideas

Kentucky adult educators have recently provided KYAE with excellent marketing and recruiting ideas. To share these ideas with all educators, a page on the [KYAE Web site](#) has been created. If you have additional ideas to share with colleagues, please e-mail them to [Melissa.Wireman@ky.gov](mailto:Melissa.Wireman@ky.gov).

## New KYAE staff member

Benita Wilhoite has joined KYAE to provide staff support services. She is working with staff in Program Support, Policy and Planning, and Program Analysis. Benita recently worked at the Kentucky School Boards Association for 14 years.

Benita can be reached at (502) 573-5114, ext. 277, or [Benita.Wilhoite@ky.gov](mailto:Benita.Wilhoite@ky.gov).

## Please allow us to introduce...

"Please allow us to introduce..." is a monthly feature spotlighting KYAE staff members to help adult educators become more familiar with KYAE staff. This issue features Janet Hoover and Jim Thompson.

If you need a staff contact for particular subject areas, check the [Staff Listing by Service Topics](#).

### Janet Hoover

As senior associate for planning and policy, Janet Hoover oversees internal communications and marketing, policy development, grant processes and writing and updating KYAE's state plan.

During her three years at KYAE, Janet says she has "enjoyed contributing to making a difference in the lives of thousands of Kentuckians and helping to make the Commonwealth a better place to live." Previously, Janet was the communications director for the Cabinet for Workforce Development.

Even though Janet's parents did not have the opportunity to attend college, they made sure that she, her brother and sister did. "Adult educators can play the same role with adults whose families have not encouraged education," she said. She has a bachelor's degree in journalism and government from Western Kentucky University. She lives in Woodford County with her husband of 25 years.

Fun fact: Janet and her husband own five acres that they have filled with trees, shrubs and garden beds, including a small Japanese garden.

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### **Jim Thompson**

Jim Thompson has been a KYAE staff member for 12 years. His responsibilities include coordinating the SkillMobile schedule, serving as economic development liaison and e3 project team member.

Jim previously worked for the Economic Development Cabinet for 16 years. He just completed his term as chairman for the Kentucky Association of Economic Development. His past involvement in economic development strengthens his belief that “adult education is essential in increasing the skills of the Commonwealth’s workforce and meeting the needs of business and industry.” Jim says the most rewarding part of his job is being able to provide on-site training with the SkillMobile.

Jim lives in Frankfort and enjoys the outdoors, playing golf and hunting. He has one daughter, Whitney, a freshman at Eastern Kentucky University and member of the Eastern Kentucky University golf team.

Fun fact: Jim is the director of his church’s annual holiday production, *Christmas in Mayberry*, and also plays the character Otis.

## **GED resources**

### **GED economic impact**

The National Institute for Literacy and the National Center for the Study of Adult Learning and Literacy (NCSALL) have made available “Research on the Economic Impact of the GED Diploma Panel,” a 30-minute video of a panel discussion focusing on the economic benefits for GED graduates. It is based on a review of eight recent research papers on the GED. To view in streaming format, [click here](#). To order a \$5 DVD from NCSALL, [click here](#). To order DVD version from NIFL, send request with mailing address to [info@nifl.gov](mailto:info@nifl.gov).

### **GED guide for instructors and students**

“Beyond the GED: Making Conscious Choices About the GED and Your Future,” an instructor guide that offers lesson plans, has been revised to include new data and information. The guide also gives adult students an opportunity to practice writing, use graphs, read charts and analyze research findings on the economic impact of obtaining a GED. To download the guide, [click here](#).

### **New forms of GED OPT**

Steck Vaughn has announced the availability of new forms of the OPT. There are two new English forms: PF and PG, each sold in five packs. The Administrator’s Manual Upgrade has the answer keys and conversion charts. Scoring stencils are available for the new forms.

### **TABE and OPT correlations**

Instructions on accessing Steck Vaughn TABE and OPT correlations follow.

- Go to the [Steck Vaughn Web site](#).
- From Resources in the lefthand column, click on Correlations.
- In the Correlation drop-down box, choose Adult. Do not change other box selections.
- Click on the blue Search button at the bottom of the page.

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- Scroll down and choose TABE Correlations for the needed level (E, L, M, D or A) or GED OPT Correlation for the needed version.

## **WorkKeys® on the Web**

A new Internet version of ACT WorkKeys® will eliminate the need for CDs and make the process easier than before. Dave Henderson will send each county an individual e-mail with login and password information. Training will be provided via online conferences (Webex style), as well as downloadable video clips to help providers through the learning process. For more information, contact [Dave.Henderson@ky.gov](mailto:Dave.Henderson@ky.gov).

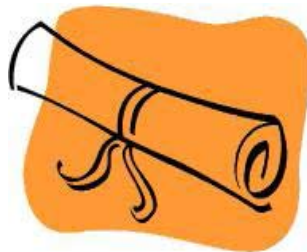
## **Kentucky featured in NCSALL transitions paper**

A National Center for the Study of Adult Learning and Literacy (NCSALL) paper on adult education to postsecondary transitions spotlights Kentucky along with Connecticut, Maine and Oregon. The paper describes five models that staff at the New England Literacy Resource Center at World Education Inc. categorized through a survey of adult education centers with transition components. The paper describes the five models – advising, GED-plus, ESL, career pathways and college preparatory. To download the paper, [click here](#).

## **Personnel modifications**

Personnel changes must be reported to KYAE within 10 days of changes. To report changes, update the latest personnel worksheet submitted to KYAE.

Also, staff should be marked “Inactive” in AERIN immediately after vacating a position. To change staff status: click **Edit** next to the former staff name on the Staff Locations/Programs screen in AERIN, enter the date they moved to inactive status (date left) for that program code and the reason for leaving, then click **Update** to save changes.



## **College grads earn more**

The Associated Press recently reported that a bachelor's degree is worth an additional \$23,000 per year in personal income. The report cited U.S. Census Bureau data that showed college graduates earned an average of \$51,554 in 2004, compared with \$28,645 for adults with a high school education.

## **Call for student writing**

The WE LEARN organization (Women Expanding – Literacy Education Action Resource Network) has issued a [call for adult education student writing](#). The submission deadline is December 22, 2006.

## **BSSC training providers**

Kentucky Adult Education programs can be listed as Bluegrass State Skills Corporation (BSSC) training providers by registering online at [BSSC](#), which is a Cabinet for Economic Development

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agency that administers and funds customized business and industry-specific training. Instructions follow.

- From the link above, click on “Providers Only.”
- Click on the link in the statement below the login and password box: “If you are a new user and want to register a Training Provider Location, click here.”
- Complete the online form and “Submit.”
- After BSSC approves the entry, providers may enter course detail information.

For further information, contact Beth Carrier or Robert Curry at (502) 564-2021.

### **Family literacy award nominations sought**

#### **Toyota Family Literacy Teacher of the Year**

Presented by the National Center for Family Literacy (NCFL) and Toyota, the Toyota Family Literacy Teacher of the Year Award is given to educators who demonstrate exemplary efforts to help parents and children achieve their academic and non-academic goals.

The 2007 Toyota Family Literacy Teacher of the Year’s program will receive a \$5,000 award. The honoree will receive a trip to the 16<sup>th</sup> annual National Conference on Family Literacy in Orlando, Florida, in March 2007.

Download the nomination guidelines at [www.famlit.org](http://www.famlit.org). The deadline for submissions is December 1, 2006.

#### **New award to invest in IT literacy**

NCFL, the Verizon Foundation and Iowa First Lady Christie Vilsack, a Verizon Literacy Champion, have established the Verizon Tech Savvy Awards to honor programs that improve parents’ and children’s understanding and use of technology.

The awards will recognize sustainable programs in which parents and children learn about technology together so parents can be effective teachers and advocates to ensure that their children are literate in technology and prepared for the 21<sup>st</sup> century workforce. Successful programs should create innovative ways to employ technology as an important component in family literacy, and those methods should have the ability to be easily replicated at other sites across the country.

Four \$5,000 regional awards and one \$25,000 national award will be presented at NCFL’s National Conference on Family Literacy in March 2007. Deadline for submissions is January 12, 2007. For more information, [click here](#).

### **Valuable links**

The [Center for Adult English Language Acquisition](#) (CAELA) provides a wealth of ESL resources and research.